



Dear Prospective TACS Officer,

Thank you for your interest in Teen Advocates for Community Service Board of Officers. Our Officers are a very special group of students who make a valuable contribution to our community in every area as well as gain a truly unique experience. Approximately 6 students between the ages of 14 and 18 will be selected to serve as an Officer and help with in house activities, fundraisers and spreading awareness for TACS and the CPFD.

The TACS Officer board will serve from February 2011 to January 2012. All applicants must be at least freshmen in high school for the 2011–2012 school year. Interested teens must be able to commit to attend a meeting once a month and participate at least one activity each school semester, as well as helping with the recruitment of new members.

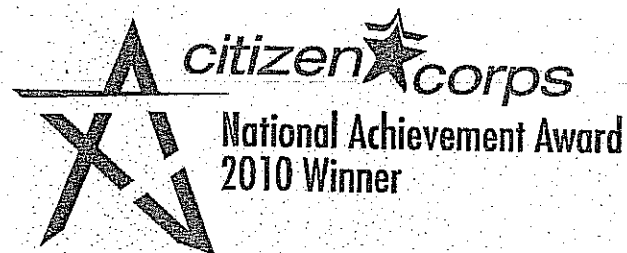
All the materials included in this packet must be received by Fire Chief Chris Connealy by January 26, 2011. After all the forms are returned, we will call you to schedule a personal interview the following week. All interviews will be scheduled on a first-come, first-served basis. The Fire Chief will make the final selection of Officers for the program based on his/her qualifications and personal interview. Applicants will be notified of their acceptance by e-mail by mid-March.

Once you have been accepted into the program the next step will be to attend a mandatory orientation.

We look forward to hearing from you! If you have any questions, please call (512) 401-5160.

Sincerely,

Yvonne Lane
TACS Volunteer Coordinator
Williamson County TACS Program





TACS OFFICER FACT SHEET

Purpose of the Teen Advocates for Community Safety Program:

TACS is dedicated to serving the needs of the community by providing peer to peer school and community based fire prevention and emergency management programs that will have a greater opportunity to outreach to a wider spectrum of at-risk populations.

Purpose of the TACS Officers

The purpose of a TACS Officer is to encourage high school students to become more active in community service by supporting TACS, to create awareness and encourage support of fire prevention education and emergency management skills in the student's school and community.

TACS Officer Description

Officers will receive an orientation before serving as an Officer. Meetings through-out the school year will include planning various fundraising and programs to support TACS and CPFD. Programs include directly helping bring safety and emergency preparedness education to the Williamson County area. Officers will bring ideas and needs back to their school and community.

TACS Officers

Officers will be chosen based on their leadership abilities, organizational skills and their proven commitment to the program.

Location of Meetings

Meetings are held at 1570 Cypress Creek Rd, Cedar Park on the third Wednesday of each month at 5:00 PM. Some activities affiliated with TACS may take place at other locations within the Central Texas area.

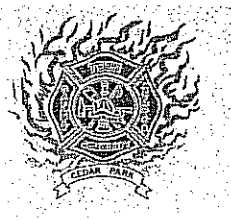
Program Commitments

A one-year commitment with the possibility of continued service through-out high school years.
Service as a representative of the program with good moral principles
Active attendance and participation in meetings, activities and fundraisers.
Provide support and implementation of programs.

Target Group

High School students from public and private schools within Williamson and Travis Counties. Students should be in grades 9-12 to apply as an Officer.

Teen Advocates for Community Safety Program
600 N. Bell Blvd. • Cedar Park, Texas 78613
www.cedarparktx.us/cp/tac.aspx



TACS Officer Information Sheet

What are the goals of the TACS Officer Board?

The main goals of the TACS Officers include planning activities for educational programs for children and/or families in the community, doing fundraising activities, increasing awareness of TACS and CPFD missions of prevention and emergency preparedness thru public speaking, and planning social activities for themselves. The teens are in charge of the Board of Officers and responsible for determining all they want to accomplish.

What does the TACS Officer Board have to offer?

TACS Officers offer several opportunities to help build and strengthen character and support the protection of families and schools in the Williamson and Travis Counties at the same time. Members of the TACS Officer Board help provide activities for the children and families, fundraisers and help increase awareness of the TACS Program in the teen population. All of these opportunities play an integral part in making the TACS Program an important philanthropic group.

What has the TACS Officer Board done in past years?

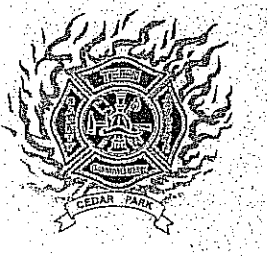
The TACS Officers have been a tremendous success this year. They have participated in National Night out events city-wide emergency drills. They appeared as guest speakers at the 2010 Texas Homeland Security Conference in San Antonio and at 2010 FEMA National Roundtable in Washington D.C.. They have produced Public Service Announcements that have appeared on the City's official website and on Channel 10. In addition, they organized two fundraisers and host social activities for the members. They have organized several public educational presentations to children in LISD to promote fire safety including a public appearance at Lakeline Mall. Many of these activities and more are planned for the upcoming school year.



TACS Officer Overview

TACS Officer Position Description

<i>Title:</i>	<i>TACS Officer</i>
<i>Responsible to</i>	<i>Fire Chief Chris Connealy and TACS Volunteer Coordinators</i>
<i>Goal</i>	<i>To assist in the operation and fundraising needs of the TACS Program and to encourage other youth, schools, civic groups and adults to become involved in meeting those needs.</i>
<i>Responsibilities</i>	<div><i>Be Informed</i><ul style="list-style-type: none">Know the TACS and CPFD mission, services and needs<i>Be Active</i><ul style="list-style-type: none">Attend all meetingsNotify the appropriate person when absentAssist in all drills and exercises.Participate in brainstorming and planning fundraisers, activities, and educational programsParticipate in scheduled fundraisers, special events and activities<i>Be An Advocate</i><ul style="list-style-type: none">Reach out to your school district and community for assistanceIdentify and suggest networking opportunities for TACSRecommend potential TACS members & volunteers</div>
<i>Qualifications</i>	<div><i>Be a high school student</i><i>Be Responsible</i><i>Use Good communication skills</i><i>Be accepting of persons of all races, cultural backgrounds, sexual orientation and disabilities</i></div>
<i>Commitment</i>	<div><i>Teen Board Members commit to one year of service</i> <i>TACS Officer Requirements</i><ul style="list-style-type: none">Attend all scheduled meetingsSign up to help with 2 volunteer activities, 1 exercise or drill and 2 Special EventsTACS Officers are encouraged to contact various groups in their school district and communities and may be called on to do public speaking engagements.</div>
<i>Benefits</i>	<div><i>Develop an understanding and passion for Serving and Protecting the Community thru service</i><ul style="list-style-type: none">Improve the quality of life for children and families in the regional areaLearn, build and develop listening, interpersonal, public speaking, leadership, organizational and time management skillsEarn references for scholarships and college admissionMeet and socialize with students from other schools</div>



TACS Officers Positions

Officers comprised of six positions and are appointed by the Cedar Park Fire Chief. Officer duties will include but not limited to coordinating interaction of the TACS membership with the Cedar Park Fire Department and with the Cedar Park Fire Department Chief, via the TACS adult Coordinators. The process of these Appointments will consist of a completed Officer application form, interview of peer panel (CPFD fire Fighter, CERT members, TACS Member, and TACS Adult Coordinators) – peer panel recommendations will be passed forward to the Fire Chief that makes the final decision.

President

The President will serve and perform all duties needed to preserve the functioning of the TACS program. The President will conduct the business meetings, supervise the functions and duties of the other Officer members, and be responsible for the overall management of the members. The President will also be expected to appear at all events, post on-going information on website or complete any other duties as assigned by the Fire Chief.

Vice President

The Vice President shall perform all duties assigned by the TACS President and or CPFD Fire Chief and will preside over the actions of all committees that may be established by the organization. In the absence of the President, the Vice President will preside over official Association business. Will help assist in the assignments of issuing equipment to members.

Secretary

The Secretary shall acknowledge all communications between the TACS organization and the CPFD, CERT Association, TACS members, and the general public. The Secretary will keep minutes of all regular and special meetings. The secretary shall also keep and organize applications and documentation established by the organization to be turned into TACS Adult Coordinator. Help to make sure members have signed in at each class and help collect Volunteer Hour Sheets.

Treasurer

The Treasurer will report to the membership accounts of funds established in the TACS organization name. The Treasurer will be responsible for helping to organize fundraisers and will make public announcements to the membership of upcoming fundraisers and events. The Treasurer will keep a receipt book from which they will give a receipt for all money received.

The Sergeant-at-Arms

The Sergeant-at-Arms is responsible for the set up and order of business meetings. Also participates in TACS presentation and honoring of the Colors at ceremonies. At meetings, the Sergeant-at-Arms should make sure the physical facilities for the meeting are set up properly. Before the meeting, the SA should meet guests or visitors, introduce them to other members of the TACS organization, and provide applications to potential members. He/she needs to help with membership recruitment efforts and act as an ambassador for the organization. During the meeting, the SA is to assure order during the meeting - taking action when required to restore order, and to following any directions by the presiding President.

Historian

The Historian will be responsible for advertising any meetings or special functions to the members and prospective members. The Historian will also be responsible for documenting and preserving any and all information concerning the events and actions of the TACS organization. The Historian will work closely with TACS Coordinator to assemble TACS award applications and promotional marketing materials. Will also keep up posting and photos on TACS Facebook page.



Article of Officer Service

Membership Classification, Qualifications, Rights, Duties, And Termination

Officers must be able to agree to and meet the following terms:

Officers must be able to agree to and meet the following terms:

1. Have completed 3 months of service
2. Attend 80% of all scheduled meetings and be an active member
3. Have a basic understanding of:
 - A. Cedar Park Fire Department
 - B. Knowledge of TACS operations
 - C. Ethics and Leadership skills
4. Must have graduated or completed SERT training.
5. Must complete Officer application form and participate in interview process.
6. If an Officer misses more than four consecutive scheduled meetings without notifying TACS Adult Coordinator, Fire Chief, or TACS President, his or her position may be replaced by a new member.
7. All Officers are expected to participate in fundraising and membership recruitment activities which are performed to support the TACS Program. Special circumstances, such as vacations or other hardships will be considered provided the Fire Chief is advised prior to the situation.
8. All Officers are encouraged to seek and complete all training offered to the TACS members by the Cedar Park Fire Department. This training may include fire prevention and suppression, rescue, CPR, First Aid, emergency medical care, station duties, equipment and area familiarization, vehicle operation, hazardous materials, public awareness and education programs, safety, and infectious disease control.
9. Upon leaving or removal officer position- TACS Officer Badge is required to be turned over immediately to Fire Chief.
10. Upon installation of Officer position all Officers have signed Commitment and Standards of Excellence form
11. All Officers serve at the discretion of the Cedar Park Fire Chief.
12. Issued TACS Officer badge remains the property of the CPFD and must be surrender upon request of Fire Chief or upon member leaving office.
13. Officers expected to serve as public ambassadors and greet and welcome all new members and may be asked to call other members on upcoming activities.



TACS Officer Application 2011

NAME _____

PHONE _____

HOME ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

BIRTH DATE _____

E-MAIL ADDRESS _____

HIGH SCHOOL _____

GRADE IN SCHOOL _____

Clubs/Activities _____

Why do you believe you should be selected as a Officer of the Teen Advocates for Community Safety Program?

What experience have you had that would help you to make a contribution to serving as an Officer?

What do you hope to gain from participating in this program?

If selected as an Officer, what positions are you interested in serving in? President, Vice President, Secretary, Sergeant of Arms, Historian, Why?

TACS Officer Commitments

I must be committed to a monthly meeting during the school year.(3rd Wednesday of each month @ 5pm.

I must be committed to 1 Service Day on a Saturday, and 1 fundraising event during the year.

I must fulfill 4 volunteer services hours and 2 activities before the end of each semester.

I must not miss more than 3 meetings throughout the year without prior approval.

I will be an active member as a TACS Officer.

I will represent the TACS Program and serve as an ambassador with strong ethical conduct.

I promise to fulfill my obligation as a TACS Officer. I will commit to serving one year on the Board. If I do not fulfill my commitments, I realize I will be asked to give up my position as an Officer.

PROSPECTIVE TACS OFFICER

DATE

PARENT/GUARDIAN

DATE

Please return your completed application packet to a TACS Coordinator no later than January 26, 2011. Interviews for all applicants will take place the following week. Students selected to serve as TACS Officers for 2011/2012. All applicants will be notified by March 2011. Please contact Yvonne Lane, TACS Volunteer Coordinator, with any questions: Yvonne.lane@cedarparktx.us, 512-401-5160.

Teen Advocates for Community Safety
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